



**FALL
2011**

Lifelong Learning = Lifelong Possibilities!

FIRST CLASS offers a broad range of classes presented by experts, authors, business owners, performers, and top industry professionals. We invite you to use this guide and our website to create your very own First Class educational experience!

CLASSES

FEATURED

THIS FALL

Classes Start:
October 18, 2011

Call: 202-797-5102
www.takeaclass.org

Turn Up Your Charm Quotient



Learn to be persuasive, influential, and irresistible! Drawn to your charisma, when you speak people will want to listen.
See Page 7 for details!

Become a Voice Actor



From audio books and animation to commercials and the web, the Voice Over field is exploding! Learn how to begin!
See Page 3 for details!

REGISTER TODAY KNOW MORE TOMORROW

IN THIS ISSUE:

- 25 great Fall classes
- Learn online with First Class
 - We've moved
 - Become a member



WE'VE MOVED!

All classes offered from October 18th through December 18th will be held at Carbon. An upscale eco-friendly store, Carbon not only sells clothing and accessories but also hosts events including our First Class night and weekend adult education classes!

Carbon is located at 2643 Connecticut Ave NW, Washington DC, 20008.
The Woodley Park-Zoo Metro Station is directly across the street.

A MESSAGE FROM FIRST CLASS:

In October, a new and exciting chapter in the evolution of First Class begins. Our new board of directors is dedicated to providing quality education, dynamic new courses, and an increased opportunity to learn from people who have built true success. We also look forward to using technology to enhance your learning experience.

In January, First Class will relocate to our new permanent location and offer a full catalog of classes. In the meantime, we've put together an all-star mini-semester of some of our most popular classes!

We look forward to seeing you!

REGISTER ONLINE!

Learn more about classes and register online at www.takeaclass.org.

If you cannot register online, we will assist you by phone: **202-797-5102**

POLICIES:

First Class is a not-for-profit organization that relies strongly on class enrollment. Each class has a limited number of seats. Instructors are often paid based on registered enrollees and class materials are prepared based on registration. For these reasons, First Class is not able to provide refunds.

Please ensure that you are able to attend a class prior to registering for it!

WEATHER:

In the event that First Class cancels a class due to weather or another emergency, all registered students will have the option of a refund or a seat in the next section of the same class.





THE WILD WILD WEB

Facebook Bootcamp

Bring your laptop! The first half of this two-hour class will cover some of the general aspects of social networking and what sets Facebook apart from other sites like LinkedIn and Twitter. Next we will cover setting up your account, how to 'friend' people, review security features, discuss sharing information, review Facebook's unique terminology, compare the benefits and limits of personal pages versus 'fan' pages, the difference between 'friends' and 'likes,' and some of the other fun features of Facebook. The second half of the class will be hands-on, allowing you time to set up your account, get started and ask questions.

Oct. 26 7-9pm
Class Fee: \$45

S. Lynn Cooper is a founding board member of three non-profit organizations and five distinct corporate entities. Lynn is the Principal of Socially Ahead, an international media and technology company that creates and manages social media campaigns.

Twitter Bootcamp

Bring your laptop! The first half of this two-hour class will cover some of the general aspects of social networking, what sets Twitter apart from other social media sites and what makes it so unique. We will review setting up your account, the importance of choosing an ID, what your bio should say, how to Tweet, what to Tweet, how to find people to follow, how to authentically connect with others and build relationships, how much time it will take, how to set goals and a long term strategy and some of the free tools that are available to enhance your Tweeting experience. The second half of the class will allow you time to set-up your account, start following people, send your first Tweet and ask questions.

Nov. 6 4-6pm
Class Fee: \$45

S. Lynn Cooper is a founding board member of three non-profit organizations and five distinct corporate entities. Lynn is the Principal of Socially Ahead, an international media and technology company that creates and manages social media campaigns.

Support First Class, Become a Member!

First Class will be accepting new memberships in January 2012. Interested? We look forward to hearing from you!



LEARN & EARN

The Art of Finding Grant Money

You have a great program; now, all you need is a funder. Does this sound like your organization? During the first segment of class, you will learn techniques for matching programs with the most likely funders. What are the top 10 corporations you should approach? What about foundations? What about government funders? Don't forget individual donors! During the second segment, you will take a look at what resources are available to help you find these funding matches. *Optional \$12 materials fee at class for "Grantseeker's Tool Kit."

Oct. 23 12:30-2:30pm
Class Fee: \$45

Lynn O'Connell has more than 20 years of experience in the nonprofit sector. She is also a member of the International Special Events Society.

The Art of Writing Grant Proposals

Researching, writing and winning grants is not rocket science, but you'll be over the moon when you get the hang of it! Learn how professionals get other people's money to go to school, build community centers, care for the environment, or start a youth program. Learn how and where to research and evaluate funding prospects, how to develop and manage key relationships with funders, and special ways to make your proposals stand out from the rest. *Optional \$12 "Grant Seeker's Toolkit" available at class.

Oct. 23 3-5pm
Class Fee: \$45

Lynn O'Connell has more than 20 years of experience in the nonprofit sector. She is also a member of the International Special Events Society.

Become a Voice Actor

Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice-over work for television, film, radio, audiobooks, documentaries and the Internet! We will cover all the basics including: how to prepare the all-important demo, how to be successful, and how to earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of professional voice-over recordings. Class participants will even have a chance to record a commercial script under the direction of our producer! Class size limited to 20 students. The Voice Over workshops tend to sell out quite early, so it is wise to register as early as possible to insure your place.

Nov. 1 6:30-9pm
Dec. 6 6:30-9pm
Class Fee: \$45

David Bourgeois and John Gallogly work with Voice Coaches (voicecoaches.com), one of the largest voice-over training organizations in the United States.

LEARN & EARN CONTINUED

Wanted: DC Tour Guides

In peak season, an experienced freelance tour guide can make over \$1000 a week and there are never enough guides to be found. Learn how to become licensed, who's hiring and who to contact. Since most of the work is freelance, you can work as little or as much as you want. Find out how to cut through the red tape and cash in on D.C.'s largest industry. Special Note: licensing requires a 2-year residency status, but other options are available.

Nov. 15 7-9pm
Class Fee: \$45

Jeanne Fogle has been the owner of tour company A Tour de Force, Inc. since 1984. She is the author of four books on Washington history and sites and has been an adjunct professor at NVCC since 1991.

Learn a new skill -- or learn how to make an old skill better!

How to Generate Residual Income

Imagine making money while you're relaxing on your vacation. Discover how you can build a powerful income-producing portfolio. You'll discuss: how you can project your financial cash flow needs in 5 minutes, how to boost income from stocks, bonds and mutual funds, the pros and cons of reverse annuity mortgages, how to start an Internet business that can offer regular and automatic income and much, much more. Take five easy steps now to insure a safe, sound retirement. *\$10 materials fee paid to teacher at beginning of class for CD.

Nov. 20 12:30-2:30pm
Class Fee: \$45

Paul Mladjenovic is a national seminar leader, author and consultant. Paul's books include "Zero-Cost Marketing," "The Unofficial Guide to Picking Stocks" and "Stock Investing for Dummies."

Screenwriting Success

Have you always had the desire to write for film or television? Get the tools and information you need to begin writing, or if you've already started, to fine-tune your work. Topics covered include: the step method (used by hundreds of screenwriters), sequencing, the language of screenwriters, story editors and producers, writing the spec script and securing an agent. *\$8 materials fee paid to instructor for workbook featuring plotting schematics, movie script analysis and more.

Dec. 11 12:30-5pm
Class Fee: \$59

Ron Peterson, story editor and creative consultant, has worked extensively with producers and production companies. He has optioned seven screenplays. He also has a TV-movie in pre-production.

LEARN & EARN CONTINUED

Earn \$50,000 a Year Betting on Sports

Discover the secrets that professionals use to make money betting on sports. Equally as important -- especially for beginners -- is learning what not to do in the betting arena. Topics covered include: how to treat your sports betting as a business venture, which sports to bet on, and how and where to place your bets. Learn which bets will make you money on a regular basis. George's professional systems will land you squarely in the win column. This class will benefit the novice as well as the experienced bettor. Prepare to completely change your thinking about sports betting and move to a higher level of success as a result!

Dec. 13 7-9pm
Class Fee: \$45

George Kallajxhi has been betting on sports for 14 years. He personally trained under legendary sports guru and author, Bob McCune, and learned to profit consistently year in and year out.

Maintaining Business Ethics in a Down Economy

When ethics is more important than ever. Maintaining high ethical standards within your organization and your career should always be a top priority and it's not necessarily easy even in good economic times. But what you do when business is more difficult really says a lot about you and your company. The goal of this course is to keep ethical behavior at the forefront of your mind to help you make correct decisions.

Nov. 8 7-9pm
Class Fee: \$45

Terry Clancy has over 20 years experience in public speaking and training. In addition, he is a contributor to the book "Mastering the Art of Success." Terry is the owner of Clancy Seminar Services.

Presentation Skills - Put Power Punch

Arnold Sanow, MBA, CSP (Certified Speaking Professional -- highest earned designation of the National Speakers Association) and author of "Present with Power, Punch and Pizzazz," will share with you tips, tools and solutions to: eliminate speaker's anxiety, energize your audience and keep everyone awake, get your message across in a clear, concise and confident manner, persuade people to act on what you say, and project poise and professionalism to boost your credibility, image and personal presence. If you want to transform your presentation and put more power, punch and pizzazz into your presentation, this session is for you!

Nov. 9 7-9pm
Class Fee: \$45

Arnold Sanow, MBA, CSP, and author of 6 books is a professional speaker and coach with over 2,500 presentations to more than 500 different companies and organizations.

LEARN & EARN CONTINUED

Ultra Investing Using Options

This course is not for the financially risk-averse! Perfect for beginners; learn simple strategies experienced investors use to make tremendous profits in the world of options. The instructor has students and clients that have turned \$2,000 into \$100,000 in under six months! Use options on stocks, indexes, gold, oil, or other commodities. With these investments, you can make a small fortune overnight or, if you're not careful, lose one. Learn how to invest the right way from a consistently successful investment pro. This exciting, one-session program shows you how to minimize your risks and maximize your gains. Learn safe strategies with call & put options, speculate with as little as \$500, use options for either quick gains or a steady income. Learn to use resources and websites to help you track the markets and gain the valuable information you need to succeed. If you want a serious approach to learning how to make money quickly by using tested techniques and proven methods, this is the place to start!

Nov. 20 3-5:30pm
Class Fee: \$45

Paul Mladjenovic is a national seminar leader, author and consultant. Paul's books include "Zero-Cost Marketing," "The Unofficial Guide to Picking Stocks" and "Stock Investing for Dummies."

Practice random acts of learning.



MIND & BODY ESSENTIALS

Spiritual Tarot

Please join author and respected/gifted intuitive counselor Geraldine Amaral, as she helps you explore the cards as a pathway for spiritual self-knowledge and as a set of sacred teachings. She will give an overview of the Tarot System, including its connection to Jungian Psychology, how to find and care for your deck, and how to use the cards for meditation, divination and personal empowerment. Finally, a class that will demystify the secrecy and misunderstanding that surrounds the Tarot. This is an introductory level class for those with little or no experience, but who seek a powerful tool to explore the inner world. Bring your favorite Tarot deck, or decks will be provided for those who do not have one. This is a strictly hands-on event. EACH participant will have a reading and receive "messages" from the Tarot's rich imagery.

Oct. 18 7-9pm
Class Fee: \$45

Geraldine Amaral is the co-author of "Tarot Celebrations: Honoring the Inner Voice," and creator of "Tarot 1-2-3," an instructional video. She has been using the Tarot for over 30 years.

MIND & BODY ESSENTIALS CONTINUED

7-Day Program to Cleanse Your Body

Do you suffer from stiff knee and joint pain? Feeling tired and listless, or moody? Headaches? Nasal congestion and mucus? Skin rashes? Weight management issues? Then you could be harboring toxins and need to cleanse and replenish. This course provides a 7-day structured approach to cleansing and detoxifying for healing and maintaining good health. Many of our physical ailments stem from poor nutrition and toxicity. This workshop focuses on natural approaches to enhance and improve the functions of the major organs that help in eliminating toxins from our body with easy to integrate activities that enrich the mind, body, and spirit. Some techniques performed in the workshop include body brushing, deep breathing exercises, and a review of the digestion system and herbs that assist the body in cleansing and purging toxins.

Nov. 13 12:30-3pm
Class Fee: \$45

Marcia Fairweather is the General Manager of Fresco Enterprises, a service organization providing programs that promote physical, mental, and spiritual well-being. She has recently authored the "Renew and Recharge Wellness Program."



THE ART OF THE MATTER

Digital Photos in 10 Easy Steps

Have a new camera? Never use your old one? Frustrated with the quality of your photographs? You'll learn 10 easy ways to improve the quality of your digital photographs. Here's Step 1: change the resolution in your camera. Unsure how to do this? Come to class! Additional topics covered: adjusting the white balance, using the manual focus, and composition strategies. Bring along your camera and the corresponding manual.

Nov. 6 12:30-2:30pm
Class Fee: \$45

Kyla Lupo is the owner of Smart Again Tutoring where she empowers adults to conquer technology and feel Smart Again! Kyla holds a Bachelors Degree in Photography (from UCSC) and a Masters in Education (from GWU).

Education is what remains after one has forgotten what one has learned in school. - Albert Einstein

THE ART OF THE MATTER CONTINUED

Basic Crochet

From warm coats to lacy doilies, you can create it with crochet - but first you need the basics. Learn how to create your foundation, your first stitch, and finish off your work. By the end of class you will be ready to complete your first project! A \$10 materials fee is payable to teacher at the start of class for all of your materials.

Dec. 4 3:30-5:30pm
Class Fee: \$45

Cate Meyers is a life-long artist and crafter. A creative director at a non-profit organization by day, she studied design at Columbia College Chicago.

Travel Sketching

Make your next vacation trip or weekend at home memorable. Plunge in and try sketching the scenes and people you encounter. You don't have to be able to 'draw a straight line' or have art training. Just be willing to put pencil to paper and set aside expectations of perfection. Travel writer and artist L. Peat O'Neil leads class through pencil and ink techniques for capturing vistas and details in your travel sketchbook. Bring sketchbook (80 lb. or heavier weight paper, 8 x 11 size -- or larger), several pencils (2H, HB, 2B pencils), artist's gum eraser. Also bring your own sketching supplies you want to try out in class, such as: watercolors or watercolor pencils, white and color chalk, pastels, oil pastels, and fine tip ink pens/markers.

Oct. 25 7-9pm
Class Fee: \$45

L. Peat O'Neil, a former Washington Post writer, is the author of "Travel Writing: See the World, Sell the Story." O'Neil's travel journalism has appeared in numerous publications. O'Neil is an award-winning artist.

Part 1- Wire Creations

Wire Jewelry Making. Discover the art of bending and shaping wire to create wire-wrapped jewelry. Learn how to make earrings, bracelets and necklaces. With three tools and a few simple techniques, you will complete one or more pairs of earrings and a bracelet. See and practice the basics of wire wrapping, including how to make hooks, jump rings, chains, and clasps. Learn about the types of wire used for making jewelry. Then add beads, charms or crystals to the shaped wire to complete your jewelry creation. Class size limited to 10 students. \$20 materials fee payable to teacher at class for all of your materials.

Oct. 30 12:30-3 pm
Class Fee: \$45

Fran Sweatt has been creating wire and metal jewelry for over twenty years. She studied metal smithing and jewelry making at Montgomery College and sells her original creations in many venues in the Washington area.

THE ART OF THE MATTER CONTINUED

Part 2- Wire Creations

Explore more wire jewelry possibilities building on the skills you've learned in Wire Creations. In this class you will continue to build on your new wire skills to make loops, spirals, stylish earring hooks and clasps. You will learn how to make wire beads and examine braiding wire for a simple and sleek contemporary affect. In addition, you will examine tools and learn to make jump rings quickly and easily. Also, simple chain mail and chain making will be demonstrated. Next, you will explore the use of more tools to broaden your wire wrapping techniques. Then you will be amazed to see what a beautiful piece of jewelry you can create when you combine these elements with your choice of crystal and beads. Prerequisite: Wire Creations Part 1. A \$20.00 supply fee to be paid to instructor at time of class.

Oct. 30 3:30-6pm
Class Fee: \$45

Fran Sweatt has been creating wire and metal jewelry for over twenty years. She studied metal smithing and jewelry making at Montgomery College and sells her original creations in many venues in the Washington area.

People who take continuing education classes live 20 years longer. (Possibly.)

Origami Greeting Cards

Learn how to make beautiful origami and sagami greeting cards, great for any occasion. They're fun and easy, really impressive, and can be decorated in any style or just written on in handwriting, to great effect. 1½ hours. \$6 Materials Fee

Nov. 16 7-9pm
Class Fee: \$45

Alana Hunter has been the Chautauqua Artist in Residence at Glen Echo National Park since 1998. Her art gallery, Gallery 141, has shown the work of global artists for a decade.

Favorite T-shirt Bag

Refabulous recycled "true" green bag. It's a great way to get use from a favorite old or new t-shirt you don't wear but can't part with. A fun, easy no-sew (or if you do sew, you can) project.

Dec. 4 12:30-1:30pm
Class Fee: \$45

Alana Hunter has been the Chautauqua Artist in Residence at Glen Echo National Park since 1998. Her art gallery, Gallery 141, has shown the work of global artists for a decade.



PERSONAL FULFILLMENT

Extreme Etiquette

Not ready for primetime dining with your boss, a client or the parents of your significant other? Have doubts about your ability to meet and greet clients, make introductions, or handle a sticky social situation? Then you need a MANNERS MAKEOVER! Join us for this radical refresher course in etiquette and dining dynamics that will boost your self-confidence in the social and business arenas and catapult you head and shoulders above the competition. You will learn: Top 12 etiquette mistakes, professional image tips, meet-and-greet skills, conversation skills, dining etiquette, and telephone and electronic etiquette. Discover the power of modern manners in this fun and comfortable environment. Etiquette Workbook (Optional): \$5

Dec. 14 7-9pm
Class Fee: \$45

Nancy Mitchell owns The Etiquette Advocate and is a founding partner of Protocol Partners-Washington Center for Protocol. She is an adjunct faculty member at George Washington University and Stratford University and serves as protocol consultant to the Library of Congress.

Turn Up Your Charm Quotient

What if you could make yourself irresistible to anyone, anytime, anywhere? Imagine what that would do for your career, not to mention your life? You'll walk away with step-by-step instructions guaranteed to assist you in becoming more persuasive, influential and getting everyone to sing your praises! Do you want to know how to soften your image to make yourself more likeable and approachable? Do you want to communicate with any personality to persuade, motivate and influence? Do you want to know the 3 keys to developing any positive relationship? Get ready to exude charm! Taught by Arnold Sanow, MBA, CSP (Certified Speaking Professional) and Author of "Get Along with Anyone, Anytime, Anywhere."

Nov. 2 7-9pm
Class Fee: \$45

Arnold Sanow, MBA, CSP, and author of 6 books is a professional speaker and coach with over 2,500 presentations to more than 500 different companies and organizations.

Education has been proven to make you more educated.

PERSONAL FULFILLMENT CONTINUED

How to Find Anything in Your Office

Do you fear your file drawer? Have you reached your breaking point with losing things in your office? Have you already tried organizing your office, but the piles always return? In her 10 years as a Professional Organizer, Kacy Paide has noticed patterns that show up in every messy office. If you can't see your desktop (or even floor), then there are a few specific reasons why. Knowing these, you'll actually look forward to organizing your office. Think you're too creative or busy to get or stay organized? This talk is for you. You'll learn: simple systems to place where your piles once were, how to creatively name your categories for effortless recall, how to file so you can find what you need when you need it, how to do away with the in-box for good, and steps you can take to see immediate results after the talk.

Oct. 19 7-9pm
Class Fee: \$45

Kacy Paide of The Inspired Office has been a Professional Organizer since 2001. Her clients include attorneys, shop owners, acupuncturists, consultants, DJs, and more.



ONLINE CLASSES

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. We offer more than 300 online courses! All courses are \$129 and run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and much more. You can complete any course entirely from your home or office, any time of the day or night. New courses begin monthly.

Visit our Online Instructor Center to see the exact start dates for the courses that interest you!

www.ed2go.com/firstclass

See below for some examples of our online courses:

- Introduction to Microsoft Excel 2010
- Where Does All My Money Go?
- Start Your Own Small Business
- Achieving Top Search Engine Positions
- Introduction to Photoshop CS5
- Beginner's Guide to Getting Published
- Going Green at Home
- Twelve Steps to a Successful Job Search
- Research Methods for Writers
- Computer Skills for the Workplace
- Get Paid to Travel



First Class
 Business Offices
 26 Vly Road
 Albany, NY 12205

PRST STD
 U.S. Postage
 PAID
 Springfield, VA
 Permit #6194

FIRST CLASS REGISTRATION FORM

See a class you want to register for?
 Registration is simple! Just cut out this
 form and mail it to us with your payment:

First Class Registration
 26 Vly Road
 Albany, NY 12205

Please note, the registration mailing address is not where classes will be held. All First Class courses are held at Carbon: 2643 Connecticut Ave NW, Washington DC, 20008. The Woodley Park-Zoo Metro Station is directly across the street.

NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE _____ EMAIL _____

CLASS _____ CLASS FEE _____

CLASS _____ CLASS FEE _____

CLASS _____ CLASS FEE _____

REGISTRATION FEE _____ \$7.00

PAYMENT ENCLOSED TOTAL AMOUNT DUE _____

CHECK ___ VISA ___ MASTERCARD ___ AMEX ___

CARD NUMBER _____ EXP. DATE _____

SIGNATURE _____